

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
MONTANA DEVELOPMENTAL CENTER  
P.O. BOX 87  
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL POSTING

OCTOBER 12, 2007

4 PAGES

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<b>Title:</b>	Social Worker	<b>Position No.:</b>	51380, 52010
<b>Division:</b>	Disability Services	<b>Pay Grade:</b>	13
<b>Location:</b>	Montana Developmental Center Boulder, MT	<b>Union:</b>	PIF
<b>Status:</b>	Perm/Full-time	<b>Starting Date:</b>	As soon as possible
<b>Salary:</b>	\$27,949 - \$33,838 annually depending on qualifications		
		<b>Supplement:</b>	No

**APPLICATION DEADLINE:** Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. on Friday, October 26, 2007. Applications may be faxed to 406-225-4414 or e-mailed to [Cbirtcher@mt.gov](mailto:Cbirtcher@mt.gov). Completed applications may also be submitted to your local Job Service office.

**SPECIAL INFORMATION:** More than one position may be filled with this job notice. Normal schedule is 8:00 a.m. - 4:00 p.m. Days off: Saturday and Sunday. The successful applicant may occasionally be required to alter hours and/or days off to accommodate client needs. Some travel including overnight may be required.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

**ESSENTIAL JOB FUNCTIONS:**

- A. Serves as Social Worker for clients on the ICF-MR and ICF-DD units.
1. Actively involved in admission activities specific to the respective caseload as directed.
  2. Assists the clients, family members/guardians, and MDC staff/Team members in developing and maintaining effective, therapeutic relationships by assessing ambiguous circumstances. They will assess family and community input to develop individualized solutions.
  3. Notifies family members/guardians of documented Incident Reports, allegations of abuse/neglect and other significant information as necessary. Documents these notifications on appropriate forms. Assist in research of allegations.
  4. Coordinates activities, including talking and providing information to prospective guardians, gathers information and completes documents as directed by an Attorney for the State of Montana relative to obtaining full or limited legal guardians. May be required to testify in court.

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AN EQUAL OPPORTUNITY EMPLOYER

**ESSENTIAL JOB FUNCTIONS:** - continued

5. Maintains written and/or telephone contact with appropriate individuals to inform them of scheduled Individual Program Plan/Individual Education Plan meetings, meetings of the Interdisciplinary Teams (IDT), and clients' progress, and encourages participation by all to ensure appropriate planning and treatment for clients. Notifies appropriate individuals of changes in meetings, progress, etc.
  6. Assist clients preparing for discharge who have needs for Social Security Cards, Birth Certificates, Identification Cards, Food Stamps, Section 8 Housing, and other needs that arise. Completes application forms for Social Security and Railroad Benefits and completes periodic reviews of SSI benefits. Coordinates with family members and funeral homes to arrange for pre-paid burial contracts.
  7. Develops individualized training programs and assists clients in managing their finances and approves client expenditures.
- B. Gathers information from numerous sources including family, past providers, medical and mental health providers and others to complete a social history that involves determining the importance of the information which is used by the multi-disciplinary team to determine a diagnosis and training needs.
1. Researches and documents pertinent social history information on each client.
  2. Prepares written Social History and other reports in established formats for use by the IDT.
  3. As an active professional member of the clients' Interdisciplinary Team assists the Team in designing and implementing the Individual Treatment Plan through the identification of needs.
  4. Assists in the development of programming to meet psycho-social needs of clients and, in providing services to modify and improve the social environment in which the clients live by providing training as directed by the Interdisciplinary Team.
- C. Co-facilitate group discussions in conjunction with licensed therapists.
1. Assists the primary therapist in the development of effective group therapeutic strategies and assists the therapist in group discussions.
- D. Gathers and assembles information to be used in transition and placement activities. This is based on an extensive amount of information to develop an individualized plan. Develops a Community Placement Profile for all clients on the caseload prior to the 90-day and annual Individual Program Plan meetings. Updates this information as necessary.
1. The Social Worker completes a Community Placement Profile for a referral packet that will be used by the Developmental Disabilities Program to determine if an individual is appropriate for openings in community services across the state.
  2. Upon completion of certification training completes the Montana Resource Allocation Protocol (MONA) with team as directed. Explains the purpose and process of utilizing the MONA to family members. Inputs data obtained from family and Team members into the MONA database to generate a projected cost plan for community services.
  3. Following approval of a cost plan for services, the Social Worker assists the client in transition activities as follows:
    - a. Solicits proposals from appropriate community providers in specified areas where the individual would like to live.
    - b. Reviews proposals with Team and arranges visits with potential providers, both at MDC and in the community.
    - c. Coordinates family involvement in the transition process.
    - d. Assists the client and family/guardians in choosing a service that will best meet the needs of the individual.
    - e. Notifies community providers when an individual accepts a proposal.
    - f. Participates in transition meetings and completes transition duties as assigned.
  4. Coordinates placement activities including accompanying the client on the placement trip. Overnight travel may be required.
  5. Gathers discharge information and completes discharge summaries when clients are placed. The Social Worker also completes a discharge summary when a client transfers between ICF-MR and ICF-DD.

**ESSENTIAL JOB FUNCTIONS:** - continued

- E. Insures the proper care and treatment of all assigned clients.
  - 1. Advocates for the clients in the protection of constitutional and statutory rights and other rights according to DPHHS/MDC policies and procedures.
  - 2. Advocates for the clients in the protection of constitutional and statutory rights and other rights according to DPHHS/MDC policies and procedures.
  - 3. Establishes and maintains a schedule for regularly visiting residences, classrooms and all other areas of the clients' involvement to observe care and treatment.
  - 4. Serves on various committees on a rotating basis as assigned.
  - 5. Provides input to the Client Services Director in regard to MDC policies and procedures as they relate to clients' rights, advocacy, and placement.
  - 6. As part of the Interdisciplinary Team assists in the team in the development of effective training and treatment strategies when clients are presenting dangerous or self-harm behaviors.
- F. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- G. Cooperates with other staff and demonstrates respect for other employees, which contributes to a positive and efficient working environment.
- H. Complies with Department, Division and Unit policy and/or direction and consults, as needed or required, with supervisors to obtain clarification or address concerns.
- I. Complies with HIPAA guidelines for Level 3 information - is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

**KNOWLEDGE, SKILLS AND ABILITIES DESIRED:**

Knowledge: Good working knowledge of the basic principles and practices of social work; knowledge of contemporary social and economic conditions and the impact on dependency, i.e. Social Security and welfare programs; good working knowledge of typical needs and issues relating to adults and families with children who have a developmental disability and/or mental health issues; working knowledge of Medicaid/Medicare guidelines and Federal and State regulations as they relate to social welfare and other public assistance programs; good working knowledge of a variety of community resources available to meet the needs of individuals with developmental disabilities.

Skills: Skills in training and treatment of individuals with developmental disabilities; skills in the operation of a personal computer, and associated software.

Abilities: Must have the ability to:

- 1) assess clients' social strengths and needs through established formal and informal methods;
- 2) communicate effectively orally and in writing;
- 3) establish good working relationships with a variety of professional, support staff, direct care staff, parents and community personnel.

**EDUCATION AND EXPERIENCE REQUIRED:**

Knowledge, skills and abilities are typically Acquired through the combination of education and experience equivalent to a Bachelor's Degree in Social Work **AND** three(3) years experience as a Social Worker, one(1) of which was providing services to individuals with developmental disabilities. Must have or be able to obtain Montana drivers license.

**IMMIGRATION REFORM AND CONTROL ACT:**

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**SELECTIVE SERVICE ACT:**

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

**COMPENSATION:**

This position is classified at a grade 13 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

**APPLICATION AND SELECTION PROCESS:**

This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, and reference checks. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to [Cbirtcher@mt.gov](mailto:Cbirtcher@mt.gov). Applications may also be submitted to a Local Job Service Office.
3. Any relevant transcripts must be submitted with application.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of application from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.**